



RUNNYMEDE

Jr. & Sr. Public School

MINUTES

2018-19 Runnymede Public School Council - General Council Meeting

Wednesday, October 24, 2018

Runnymede PS Library - 6:30 pm to 8:00 pm

Item	Time	Minutes	Speaker
A.1 Call to order, welcome	6:30 pm	5 mins	A. Truong
A.2 Attendance	6:35 pm	1 mins	J. Smith
A.3 Adoption of agenda	6:36 pm	2 mins	All
A.4 Review of September 27, 2018 minutes	6:38 pm	2 mins	All
<ul style="list-style-type: none"> • No feedback, approved by email 			
A.5 Report from Chair		5 mins	A. Truong
<ul style="list-style-type: none"> • Motion to elect Jessica Smith for Secretary <ul style="list-style-type: none"> ○ Approved by Nora Irwin, seconded by Allison Madigan • Motion to elect J'bai Deschamps for Co-Chair <ul style="list-style-type: none"> ○ Approved by Sarah Frame, seconded by Helen Williams 			
A.6 Administration report	6:45 pm	10 mins	R. Hochberg
<ul style="list-style-type: none"> • Sports teams <ul style="list-style-type: none"> ○ 250 students participated in Cross Country, with excellent results in the conference finals; 20 Runnymede students will represent the school in the city finals ○ Football team were conference finalists ○ Good results in soccer with some final games being lost in shootouts • Halloween festivities <ul style="list-style-type: none"> ○ Similar to last year, with a parade for grades 1 – 5 ○ Kindergarten kids will go first, then watch the other students go around ○ Weather dependent ○ Grades 6, 7, and 8 will participate in a school dance, organized by student parliament • Professional development opportunities <ul style="list-style-type: none"> ○ During the last PA Day, Erica Lloyd, a learning coach facilitated a “Lunch and Learn” on guided reading ○ Guided reading is something that Runnymede teachers do in small groups until grade 5 ○ From grade 6, onwards, guided reading is replaced by book 			

talks and literature circles

- Trevor Brown is returning on November 27 to work with primary teachers on the use of manipulatives in the classroom, problem solving, and engaging students through math games
- Plumbing issues
 - Issue 1: Scalding water due to a boiler malfunction
 - An emergency notification was raised and the plumber responded quickly, but had to come back a second time after the issue recurred
 - Issue has been resolved
 - Waheeda and Luc executed a plan to prevent students from using faucets and hand sanitizer was placed in the washrooms
 - As this was a safety issue, a notice was issued to parents
 - Issue 2: Sewage backup in the Senior Wing
 - This was resolved quickly
 - Notice to parents not required
- Drop off
 - Concerns have been raised by staff about drop off, in both the Adventure yard and the Runnymede yard
 - Rob mentioned that parents and strollers in the yard at drop off are blocking the students from lining and up getting into the school efficiently
 - Also, that there has been some difficulty in running sports (e.g. Cross Country) as there are too many parents in attendance
 - Waheeda raised that it is also a safety issue as teachers are not sure which grown-ups are supposed to be / not supposed to be there
 - Ann mentioned that it is not a good time for parents to chat with teachers as there is too much going on at drop off
 - Staff would prefer parents to drop children off at the Colbeck yard and not to hang around
 - Many parents raised concerns with this request
 - Kathleen said that her children will not go into the yard without a parent
 - Ivana raised that it is a safety issue in terms of ensuring your child actually gets into school, especially with young children
 - Kelila raised that this is an engagement time for parents and makes parents feel connected to the school
 - If parents are instructed to drop off children at Colbeck yard
 - How will children be kept safe in the Colbeck yard and how will this be communicated to parents?
 - Erin raised that TDSB trucks are often parked in the Colbeck yard during drop off
 - Confusing as for RAC parents there will be multiple drop off places depending on what time they arrive

<ul style="list-style-type: none"> ○ Suggestions raised <ul style="list-style-type: none"> ▪ Dale suggested there could be a designated area against the fence where parents can wait after drop off ▪ Kathleen suggested staff at the gate for the Runnymede yard (similar to the Adventure yard) ▪ Waheeda requested a parent representative to join the safety committee ○ Next steps <ul style="list-style-type: none"> ▪ Rob said that drop off guidelines will be issued in the Runnymede reminders email ▪ A separate message will be sent to Kindergarten parents ▪ Rob will take the feedback from the parent council and go back to teachers to continue the conversation ● Snow removal <ul style="list-style-type: none"> ○ Snow removal was discussed at multiple meetings last year ○ Ongoing issues with snow removal, especially on the hill on Colbeck Avenue ○ Snow removal commences at 6:30 am and by the time the children arrive, two loops around the school have been completed ○ A narrow path is shoveled, but it is not wide enough and also since the yards are not cleared they cannot be used by students ○ Rob has recently spoken to Councillor Doucette, a staff member from the City, TDSB, and Dale, the head caretaker about snow removal ○ The City is not responsible for clearing snow around the school, but have advised that if there are big piles, the school can call the City or 311 and that they will send out a task force ○ Sarah suggested a reminder to be sent to Councillor Doucette, also copying Councillor Perks ○ Norah raised that this is not a new issue and also wanted to know about the plan for salting this year ○ Caretakers need additional support to clear all the snow ○ Sarah asked about a ride-on snow plow and Rob confirmed that we do have one ● Equity initiatives <ul style="list-style-type: none"> ○ School improvement plan <ul style="list-style-type: none"> ▪ Waheeda discussed the school improvement plan which is focused on a warm, inclusive environment for staff and students ▪ On the last PA day, staff participated in a positive school climate walk ▪ Will look at the results and see as a school where we are doing well and where we can improve ▪ The Director of the Safety Committee would like to include a student voice and choice ○ Safe and caring adult <ul style="list-style-type: none"> ▪ Waheeda also spoke about introducing the concept of a safe and caring adult in the school. ▪ All students should know that there is an adult in the school that they can approach with any concerns / talk to about anything 			
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<ul style="list-style-type: none"> ▪ Parents indicated that the term “an adult” was confusing (e.g. is it one specific person, can children talk to anyone, etc.). ▪ Waheeda clarified that the idea is that all staff are safe and caring and students can choose to approach whoever they are most comfortable with ▪ So far this messaging has only gone out to grades 6, 7, and 8 and will be appropriately tailored for younger children ○ Safe space <ul style="list-style-type: none"> ▪ There is also a safe, positive space at Runnymede for children who need it ▪ It’s relatively unknown so staff will raise awareness with student ○ Safe and Caring Committee <ul style="list-style-type: none"> ▪ Waheeda encouraged parents to join the Safe and Caring Committee ▪ Waheeda will let parents know when the meetings are – will meet at least three times throughout the school year ▪ It will be advertised via the website ▪ Tracey mentioned that she was part of the committee last year, but meetings were during the school day so it was difficult to attend ▪ Tracy asked if it would be possible to attend meetings via teleconference and the answer was yes ▪ Tracy MacIntyre and Miriam Riches volunteered to join the committee 			
<p>A.7 Teacher report</p> <ul style="list-style-type: none"> • No report 	6:55 pm	10 mins	A. Markee
<p>A.8 Review of draft budget</p> <ul style="list-style-type: none"> • General <ul style="list-style-type: none"> ○ Shirley walked through the budget, which is put together by committees and then reviewed by the Executive Council before being share with the Parent Council ○ Two events will be updated: <ul style="list-style-type: none"> ▪ Strawberry Social will be rebranded as a year-end event ▪ Luminato will be removed and covered in Nuit Orange ○ This year’s investment will focus on the Arts • Graduation sign <ul style="list-style-type: none"> ○ J’bai asked if it would be possible to include a re-usable “Congratulations Graduates” sign that could be displayed in June in the school and used to welcome parents and families for the graduation ceremony ○ Sarah mentioned that the Yard Day sign was created by students / a teacher in the Digital Arts program at Western Tech; Sarah will inquire if this approach would also be possible for the graduation sign ○ Estimate on such a sign is a few hundred dollars ○ Agreed that it could come under Communications and be covered by sales of Runnymede Gear, which will be changed from \$2,800 to \$2,500 to cater for this initiative • Direct donations 	7:05 pm	30 mins	S. Suurdt, Committee Chairs

<ul style="list-style-type: none"> ○ Participation is around 50%, significantly lower than other local schools ○ 4 more donations came in after the Thank You email ○ Discussion on whether or not another email should be sent <ul style="list-style-type: none"> ▪ YES: Send around the holidays as many people are very busy in September, and statistically the biggest donation day of the year is December 31st ▪ NO: Parents have already received 6 emails and may not want to be bothered over the holidays ○ Unclear why participation is decreasing. Suggestions to increase participation included: <ul style="list-style-type: none"> ▪ Referendum on direct donation ▪ Incentives (e.g. class party for the class with highest participation rate) ▪ Increase price of pizza lunches ▪ Try a different time of year ▪ Explore creative matching schemes (corporate and other) ▪ Send an email around the holiday with a picture of what the direct donation has been spend on ▪ Let parents know specifically what the money is spent on (this was countered with not necessarily wanting to discuss specifics, but focus globally on the benefits to the school, community, neighbourhood, etc.) ▪ Dave suggested we need a working group to work on resolving this offline and everyone agreed • Committee updates <ul style="list-style-type: none"> ○ STEM Committee (Dave) <ul style="list-style-type: none"> ▪ STEM committee organizes enrichment programs that go into every grade, to encourage students to have fun while using math and science principles ▪ Activities occur at the end of the year and include: <ul style="list-style-type: none"> • Angry Birds math for grades 1- 4 • Amazing Math Race for grade 5 • Water First initiative for Senior grades ▪ \$500 required for kits which contain grade appropriate resources to support teachers, e.g. worksheets, instructions, parts, etc. ▪ Currently there are five devices per classroom, with iPads in younger classes and Chromebooks in older classes ▪ Purchased and provisioned through the TDSB ▪ Parent Council raised a large sum of money last year as a one-off to support technology in classrooms, but there is an annual funding gap (~45k) for sustainability which is not covered by the TDSB and requires fundraising ▪ Question about digital literacy and citizenship and response was that it starts in Kindergarten; Erin spoke about the curriculum and importance of becoming familiar with the technology in early years ○ Yard Committee (Helen and Sarah) <ul style="list-style-type: none"> ▪ \$6,800 is required to cover yard committee initiatives 			
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- Yard days
 - 2 yard days per year, next one is April 27th
 - Purchase worms, plant Chrysanthemums in the front yard, supplies and materials, trail maintenance, and retaining walls in the hillside garden
- Adventure yard artwork
- Raised flower beds for Kindergarten
- Eco-School and Green Team support
 - Slipped from gold to silver status last year and would like to support the certification goal for the year
 - Green Teacher salary is 4k; she comes in and works with grades 2, 4 and 6 students in the fall and spring
 - The TD grant usually covers the Green Teacher program, but the application process has changed this year
 - Allison and Sarah will be attending a webinar to find out about the application process, but will not find out until April if successful
- Recess enhancements
 - Balls, hula hoops, etc.
 - Play day in the spring in the front year
- Shade solution for Colbeck yard
 - Also looking for some Kindergarten parents to look into a shade solution for the Colbeck yard
 - Allison asked interested parties to talk to her and Sarah
- Arts Committee (Ivana)
 - Arts is the focus for fundraising this year
 - Direct cash flow to the school to support faculty in Junior and Senior instrumental music programs
 - Primary and Junior Arts (FDK to grade 5) focuses on visual and fine arts enrichment. This is not arts and crafts, but covers fundamentals of drawing and painting, dimension and perspective, film, sculpture, photography, etc.
 - Budget will increase this year to accommodate more children
 - The remainder of the arts funding will go to the school to purchase equipment for big performances, such as lighting, audio, etc.
 - Sarah asked about a breakdown of how much money goes to programs vs. direct cash flow to the school.
 - Programs for FDK to grade 5 are 12k
 - The remainder (30k) will be a direct transfer to the school, which will include the 6k for band, strings and drama
- Other

<ul style="list-style-type: none"> ▪ Teacher resource fund – reduced from 300 to 200 per homeroom teacher last year, will remain at 200 for this year ▪ Truc asked about the field trip bursary and how the availability of this was communicated; teachers may reach out to parents if they haven't received the permission form ▪ Sports tent <ul style="list-style-type: none"> ▪ J'bai asked about a sports tent and Rob confirmed that there is one ▪ Alice Bell often brings her personal tent, but not branded Runnymede ▪ Estimated cost is between \$800 – \$1000 ▪ Shirley indicated that there is no room in the budget for a tent at the moment, without decreasing one of the committee initiatives ▪ However, if there is a surplus generated from pub night, it may be possible ▪ Will discuss again at the March meeting • Motion to approve budget <ul style="list-style-type: none"> ○ Approved by Erin Meana, seconded by Susie Hardy 			
<p>A.9 Ward 7 updates</p> <ul style="list-style-type: none"> • Robin Pilkey was re-elected • The 12th annual Parent Involvement Advisory Committee (PIA) conference will be held on Saturday, November 17th at Earl Haig Secondary School; details can be found online 	7:35 pm	10 mins	K. Hyatt
<p>A.10 Any other business</p> <ul style="list-style-type: none"> • Helen, Dale and J'bai will work on this year's School Statement of Needs (SSON) to ensure it reflects the work and parent input that went into last year's SSON • Motion to approve by Parent Council is not required, however, members must be given an opportunity to provide feedback • Will re-open the discussion at the next meeting 	7:45 pm	15 mins	All
<p>A.11 Next meeting</p> <p>The next Parent Council meeting will be held on Wednesday, Nov 28, 2018.</p> <p>Subsequent meetings will be held on:</p> <ul style="list-style-type: none"> • Wednesday, January 23, 2019 • Wednesday, March 20, 2019 • Wednesday, May 22, 2019 			
<p>A.12 Adjourn</p> <ul style="list-style-type: none"> • 8:19 pm 	8:00 pm		
<p>Attendees</p> <p>Erin Meana, Helen Williams, Ivana Barbieri, Jessica Smith, Kathleen Hyatt, Kelila Fazio, Laura Edwards, Truc Nguyen, Melanie Freeman, Holly Buchanan, Anh Truong, Anne Markee, Dale Cadeau, David Begleiter, Emily Larose, Marissa Hollis, Miriam Riches, Sarah Frame, Allison Madigan, Yordest Young, Alpana Piderit, Ashleigh Gledhill, Amy Buskirk, J'bai Deschamps, Nora Irwin, Rob Hotchberg, Waheeda Khan-Fitzpatrick, Shirley Suudrt, Ingrid Larsen, Tasha Balla-Boudreau, Sarah Frame, Susie Hardy, Tracy MacIntyre</p>			